



Human Resources Manager – Ref. No. 20035

Administration – Human Resources

Permanent | Full-Time

The Alex: Changing Health. Changing Lives. The Alex Community Health Centre is a not-for-profit organization that is changing how we look at health care in Calgary. Our health, housing and food programs support our most vulnerable neighbours, tackling tough health and social issues head-on. Using a multi-disciplinary team approach, we focus care on assessment, intervention and promotion of all aspects of health. We embrace a model of health care that is accessible, responsive and participatory. In addition to the Community Health Centre, we run a Seniors Health Centre, a Youth Centre, two Mobile Community Health Buses, one Dental Health Bus, four Housing First Programs, and a Community Food Centre.

What we do and why we do it:

The Human Resources Team at The Alex supports leadership by developing processes and capacity to recruit, develop, and retain high performing individuals thereby supporting the delivery of innovative and accessible health, housing, and social solutions.

Reporting to the Chief Financial Officer, The Human Resources Manager ensures policies, practices, and strategic initiatives are in place and applied fairly and consistently to protect and provide a positive environment conducive to team member productivity and wellness. The Human Resources Manager provides evaluation and recommendation to management and executive on strategic staff planning, compensation, benefits, training and development, and performance management while contributing to cultivating an inclusive and enjoyable workplace culture that aligns with our mission, vision, and values.

What you will do:

- Lead a team of four talented professionals in developing, implementing and working alongside our management team in all aspects of an integrated human resources environment
- Develop a client-focused employee culture that emphasizes quality, continuous improvement and high performance
- Coach managers to success in people leadership
- Provide advice on Alberta Employment Standards and Human Rights legislation and incorporate changes in legislation into the Agency's policies, procedures and practices
- Lead the Alex Volunteer Program with an integrated 'one workforce' philosophy
- Collaborate with leadership team to ensure implementation of organization-wide capacity development succession planning, workforce development, employee retention, organization design and change management
- Support growing and diverse organization of 400+ team members including Physicians and Contractors
- Support departments in the development and delivery of strategic HR plans to fit with the overall business direction



What you bring:

- Post-secondary degree and 10 years of human resources experience required; CPHR designation is an asset
- Exceptional interpersonal and communications skills and proficiency engaging with all levels of the organization
- Comfortable making decisions in a fast-paced, ever changing work environment
- Commitment to follow through with decisions
- Professional, approachable, and compassionate
- Well-developed team skills and a collaborative work style
- Ability to provide support and advice on a range of HR issues to team members and management
- Skilled at managing multiple priorities to meet a variety of timelines
- Strong work ethic, team leadership and an unwavering positive mentoring attitude
- Analytical and critical thinker - the ability to analyze situations and view the implications of certain decisions from a critical perspective
- Diplomatic and tactful always; accustomed to handling sensitive, confidential matters
- Promote organizational culture and values, supporting a positive work experience for all team members
- Demonstrated experience championing Staff Wellness
- Knowledge of the United Nations Declaration on the Rights of Indigenous People (UNDRIP) and the Truth and Reconciliation Commissions (TRC) 94 Calls to Action considered an asset

Why You Want to Work with Us:

The Alex is an innovative and diverse organization which seeks to invest in its employees and see them succeed in their chosen careers. If you are seeking a deeply rewarding, yet challenging career helping Calgary's vulnerable populations, this might be the place for you!

- Group Benefits after 3 months
- Paid Wellness and Personal Days
- RRSP Matching after 6 months
- Reimbursement of Professional Designation fees
- Investment in Professional Development
- Health and Lifestyle Enhancement benefit

How to apply:

If you are as passionate as we are about being a part of the solution to resolve homelessness, please email your resume to jobs@thealex.ca and be sure to include the job title and reference number in the subject line. This job posting will remain open until a suitable candidate is found.

For further information about The Alex and its programs, we encourage you to visit our website at www.thealex.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.